

Access 2000: Level 1

Course length: 1 day

Course description

Overview: Students will learn the basic skills necessary to begin using Access 2000. They will design and create databases, tables, queries, forms, and reports.

Prerequisites: *Windows 95: Introduction* or *Windows 95: Transition* or equivalent knowledge; or, *Windows 98: Introduction* or *Windows 98: Transition* or equivalent knowledge.

Delivery method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will learn how to create and use database objects, including tables, queries, forms, and reports.

Target student: Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). For example, students should be familiar with terms such as computer memory, data files, and program files. Students should also be familiar with the components that make up the PC, including input, output, and storage devices. Students should also be fairly comfortable working in a Windows environment. No prior knowledge of databases or Access is assumed.

What's next: *Access 2000: Level 1* is the first course in this series. *Access 2000: Level 2*, the next course in this series, teaches students how to enhance their database designs by using the principles of normalization and table relationships. Students also learn how to query multiple tables for data that is used in customized forms and reports. Students who want to learn advanced features can take the third course in this series, *Access 2000: Advanced*. In that course, students learn to create advanced queries, create more efficient forms and reports, and work with macros. The final course in this series, *Access 2000: Introduction to Application Design*, teaches students to create custom applications.

Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Understand database concepts and terminology in Access 2000.
- Design and create tables.
- Enter and manipulate data in tables.
- Use Access queries to select and analyze information in a table.
- Create data forms for viewing and inputting data.
- Create reports that summarize and group data.
- Perform database maintenance procedures.

New features covered in this series

Below is a table listing the new software features that are covered in ZD Education courseware:

New Feature	Introduction (074 400)	Intermediate (074 401)	Advanced (074 402)
Printing the Relationships window as a report		X	
Subdatasheets		X	
Data access pages		X	
Page wizard		X	
Redesigned menu system	X		
Redesigned File Management dialog boxes (File, Open and File, Save)	X		
Improved Help system	X		
Improved Database window	X		
Improved Hyperlinks dialog box			X

Course content

Lesson 1: Overview of Access 2000

- Introduction to database concepts and terminology
- An introduction to Access 2000
- Database planning and design

Lesson 2: Creating tables

- Examining a table
- Creating a table with the Table Wizard
- Creating a table in Design View
- Types of primary keys

Lesson 3: Working with tables

- Adding records
- Modifying the table design
- Finding and editing records
- Deleting, adding, and copying records and values
- Filtering and sorting records

Lesson 4: Using select queries

- Selecting fields and sorting records
- Refining the results of a query
- Using queries to perform calculations
- Joining tables in a query

Lesson 5: Creating and using forms

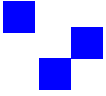
- Creating a form
- Modifying the form design
- Using a form to locate and organize information
- Multiple-table forms

Lesson 6: Creating and using reports

- Creating a report
- Creating a report that contains totals

Lesson 7: Creating and maintaining a database

- Creating a database
- Managing a database and its objects
- Database maintenance



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